



LOT LINE ADJUSTMENT APPLICATION

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE

The purpose of a lot line adjustment (hereafter referred to as LLA) is to provide for the minor adjustment of boundary lines to accommodate the transfer of land between two adjacent property owners which does not result in the creation of any new building site, sub-standard lot, or sub-standard yard or setback requirement.

CONDITIONS FOR APPROVAL

The applicant must show that the proposed LLA satisfies the following criteria.

1. Neither of the two (2) lots affected is made sub-standard with respect to the requirements of lot dimensions specified in Chapter 15 of the SeaTac Municipal Code Volume II (SMCVII).
2. No existing building or structure is made sub-standard or non-conforming in any respect.
3. Existing easements in favor of the public are not rendered impractical to serve their purpose.
4. The adjustment does not apply to more than four (4) lots per subdivision at one time.
5. No lot is created with more than one zoning designation.
6. Compliance with all applicable SeaTac Municipal Codes.

SUBMITTAL

1. Filing Fee: [CLICK HERE FEE SCHEDULE](#) or
find fee schedule at: www.ci.seatac.wa.us/feeschedule
2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.060 and RCW 36.70B.090.

PROCEDURE

1. It will take approximately one (1) to three (3) months from the date of filing a complete application before a decision regarding your LLA is made.
2. The decision of the Department of Community and Economic Development will be final unless appealed to the Hearing Examiner within 14 days of the decision by the Department.
3. The decision of the Hearing Examiner shall be final unless appealed to the Superior Court of King County.
4. Should the property be located within “Shorelines Jurisdiction” or if “Sensitive Areas” are located on the property, notification to adjacent owners regarding the Lot Line Adjustment will be required. In such cases, a notification package will be given to the applicant.

Lot Line Adjustment Application

File Number: _____

1. PROPERTY OWNERS:

LOT A

Name: _____
Mailing Address: _____

City State Zip
Property Address: _____

City State Zip
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____
Parcel Number: _____

LOT B

Name: _____
Mailing Address: _____

City State Zip
Property Address: _____

City State Zip
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____
Parcel Number: _____

LOT C

Name: _____
Mailing Address: _____

City State Zip
Property Address: _____

City State Zip
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____
Parcel Number: _____

LOT D

Name: _____
Mailing Address: _____

City State Zip
Property Address: _____

City State Zip
Phone: _____ Fax: _____
Alt. Phone: _____ Email: _____
Parcel Number: _____

If there are more than four owners, please attach additional sheet(s) with names, addresses, contact information and signatures.

2. PROPERTY

	LOT A	LOT B	LOT C	LOT D
Zone:	_____	_____	_____	_____
Current Size (sq. ft.):	_____	_____	_____	_____
Proposed Size (sq. ft.):	_____	_____	_____	_____
Source of Water:	_____	_____	_____	_____
Sewage Disposal:	_____	_____	_____	_____

**I CERTIFY THAT THE INFORMATION FURNISHED BY ME IS TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE.**

Signature Printed Name
PROPERTY OWNER – LOT A

Date

Signature Printed Name
PROPERTY OWNER – LOT B

Date

Signature Printed Name
PROPERTY OWNER – LOT C

Date

Signature Printed Name
PROPERTY OWNER – LOT D

Date

LOT LINE ADJUSTMENT APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. **Please do not turn in your application until you have completed the checklist and insured that all items which apply to your proposal are included with your submittal. This checklist must be submitted with your application. Incomplete submittals will not be accepted or acted upon.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

For Office Use Only

Date Submitted: _____ **Reviewed By:** _____

PLAN SUBMITTAL – PART I		Applicant	Staff
1	Application form is filled out, <i>original</i> and 3 copies submitted.		
2	<i>Legal description</i> of the subject property is provided.		
3	<i>Legal descriptions</i> of the proposed lots as determined by a State of Washington licensed professional land surveyor.		
4	If you are given an Environmental Checklist, all questions are answered and the checklist is signed.		
5	<i>Subdivision Guarantee Title Report</i> – less than 90 days old (3 Copies). (Including copies of all easements or restrictions cited in the in the title) If the application involves two separate tax parcels, a title report is required for each lot.		

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6	<i>Quit Claim Deed</i> – Needed if property is being transferred between property owners (4 copies).		
7	All oversized plans folded to 8 1/2" x 11" size.		
8	One paper reduction of each oversized plan to 8 1/2" x 11" size.		
9	<i><u>(Four (4) of the completed Part II Site Plan Checklist must be submitted.)</u></i>		

LOT LINE ADJUSTMENT CHECKLIST

PLAN SUBMITTAL – PART II LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT <i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND four (4) copies submitted or submittal will be DENIED)</i>			
		Surveyor	Staff
1	<p>Lot Line Adjustment drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (5 paper copies) (RCW 58.17.250) An electronic AutoCAD file with the City's title block, can be obtained via email or copied to your disc by contacting the Engineering Review Division at 206-973-4750.</p>		
2	<p>Shall be drawn on 18" x 24" sheet with a two (2") inch margin on the left edge and one-half inch margin on other edges, (delete if pre-approved by the City prior to submittal of the mylar drawing) drawn to an appropriate (20, 30, 40, or 50:1) engineering scale. (RCW 58.09.050)</p>		
3	<p>The Lot Line Adjustment plan shall be drawn to include the following:</p> <ul style="list-style-type: none"> a) Project name, "Lot Line Adjustment", and file number in the upper left hand corner; b) Declaration and owner's signature block for all legal parties to the Lot Line Adjustment; c) City and King County Assessor's approval signature block; d) Recorder's Certificate; e) Land Surveyor's Certificate; f) Approval Notes as shown on sample; g) Name and address of the licensed surveyor who prepared the lot line adjustment; h) Section, Township, Range; i) Owner's name and address; j) North arrow, graphic scale, and date of drawing. <p><i>(An electronic CAD version of the sample is available upon request.)</i></p>		

LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II <i>*Continued</i>		Surveyor	Staff
4	Existing off-site subdivision lots, blocks, streets and easements shown as dotted lines.		
5	Existing lines as bold dashed lines, proposed lines as bold solid lines, and all proposed and existing easements shown as dashed lines.		
6	Show the location, bearings, distances, and dimensions of existing and proposed property lines; and existing section lines in feet and decimals of a foot.		
7	Show streets, building structures, water courses, and bridges.		
8	Show any recorded public or private utility and drainage easements, both on the land to be adjusted and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).		
9	Identify and show location of any existing and/or abandoned well(s) on the property.		
10	Show location of existing, or proposed, rockeries and other types of walls within 25 feet of the existing or proposed property lines.		
11	Give the location and identification of any visible physical appurtenances such as fences, or structures which may indicate encroachment, lines of possession, or conflict of title.		
12	Source and date of contour data referenced on drawing.		
13	Indicate the acreage of the land to be adjusted, the number of parcels, and the area (sq. ft.) <u>of each individual parcel</u> after the adjustment.		

LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II <i>*Continued</i>		Surveyor	Staff
14	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.		
15	Radius, delta, arc length and long chord bearing and distance of curves shown.		
16	The location, width and names of existing abutting streets, or easements shown.		
17	Names and addresses of adjacent property owners on the records of the County Assessor's Office.		
18	<i>Legal description and tax lot number</i> of the properties to be adjusted, certified by a Professional Land Surveyor registered in the State of Washington.		
19	Indicate basis of bearing shown.		
20	Legend showing symbols for monuments found.		
21	All found monuments and survey markers (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record.		
22	Legend showing symbols for monuments set.		
23	Legend showing surveyor markers found (type).		
24	Legend showing symbols for surveyor markers set (type).		

LOT LINE ADJUSTMENT DRAWING REQUIRED CONTENT – PART II <i>*Continued</i>		Surveyor	Staff
25	<p>The face of any lot line adjustment containing a private road shall bear the following language:</p> <p><i>WARNING: THE CITY OF SEATAC HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS CONTAINED WITHIN OR PROVIDING SERVICE TO THE PROPERTY DESCRIBED IN THIS LOT LINE ADJUSTMENT.</i></p>		
26	<p>Provide a Mutual Maintenance Agreement for roadway and surface water drainage facilities to be constructed in conjunction with the Lot Line Adjustment.</p>		